



Hotline



MCI Home Page: <http://www.mci.usmc.mil>

January - March 2003

MCI publishes the *HOTLINE* each quarter. It is distributed to each RUC and included with each MCI course. You may also download the *HOTLINE* from MCI's web page.

Deputy Director's Corner

MCI continues to provide valuable tools to individual Marines and their commanders to help round out their training and education programs. We provide opportunities to increase individual training readiness and to support individual training promotion opportunities. MCI offers more than 100 MOS courses across 18 occupational fields, supports 7 PME distance education programs, and offers numerous performance support tools to assist on-the-job skills. We support your training and education efforts in numerous distance learning formats—paper, CD-ROM, LAN-delivered, PDF, and field laminate.

The first important tool to help standardize a unit's individual MOS training is the *MCI Annual Course Listing*, which many commanders consult to select various courses for their local training programs. You can build a consistent training program for the various ranks in your unit by carefully selecting a number of MCI courses that then become your unit's training package. You can view the course listing on-line or request a paper copy from MCI.

The commander's library is another tool to help you train your Marines; you can order these courses in a commander's library. (See the article included in this quarter's *HOTLINE*.)

In the PME department, we have partnered with the EPME Section of the Marine Corps University to provide an overhaul to the enlisted PME DEPs. The Sergeants DEP (8010) underwent minor revisions and will be released later this year. The SNCO Career and Advanced DEPs have undergone major revisions and will be released in the near future as new programs, numbered 8100 and 8200 respectively. The EPME update has focused on incorporating portions of the warfighting program into each level of the enlisted PME pyramid.

MCI has worked closely with the College of Continuing Education (CCE) and their regional coordinators to support both career and intermediate levels for officer PME.

AWS Phase One (8510) was updated in early 2001, and an interactive version of the Marine Corps Planning Process was recently added to the DEP. Discussions are underway to restructure the career level DEP to reflect the changes being instituted in the resident school house with the evolution of the Expeditionary Warfare School (EWS).

The Command and Staff DEP has added interactive tools to assist the independent learner in the *Theory and Nature of War* (8801), *MAGTF* (8804), and *Staff Planning* (8805). The paper version of 8805A is being validated in the CCE-sponsored seminars this winter and will be available for widespread distribution soon after. Additional updates are underway at CCE on several other 8800 courses.

Again, we are providing updated distance education and modernized interactive enhancements to help students who cannot attend the resident schools keep current on PME issues.

Job aids are another important distance learning tool that MCI provides. These are tools to assist your Marines in their MOS. Some of the most popular performance support tools include *FAC Handbook*, *Nutrition & Exercise*, *ORM*, and the *Battle Drill Guide*. *Marine Corps Common Skills Handbooks* are also published by MCI and are available through MCPDS.

One the most expanded tools that MCI has offered is our website. It has become the primary source of information on individual records and Unit Verification Reports. You can get the *Annual Course Listing*, *MCI Procedures Manual*, and *IG Checklist* electronically or in paper-based format. If the web site does not answer your question, call a MCI student service representative. They are available to answer your individual or unit questions via phone or e-mail.

As we start a new year, I hope you will take a fresh look at how MCI can assist individual training readiness and support individual promotion opportunity. To our brother Marines deployed on the pointy end of the spear, we wish you good luck and Godspeed.

Semper Fidelis

Glenn E. Gearhard
LtCol USMC

Marine in the Spotlight

This quarter's *Marine in the Spotlight* is Sergeant Brian J Allen, Supply Clerk. He is the stock control chief for MCI Logistics. Sergeant Allen was born and raised in Saint Louis, Missouri. He graduated from Kirkwood High School in 1996 and during the same year enlisted in the Marine Corps. Upon graduation from boot camp, Sergeant Allen attended Marine Combat Training at Camp Pendleton, California. In 1997, he reported to Supply School in Camp Johnson, North Carolina. After graduation, Sergeant Allen reported to H&S Battalion MCB Camp Foster, Okinawa, Japan, where he served from August 1997 to November 2000. He reported for duty at Marine Barracks, MCI Company in November 2000. Sergeant Allen was promoted to the rank of sergeant in July 2001.

U.S. Army War College Distance Education Course

MARADMIN 005/03: *U.S. Army War College Distance Education Course (USAWDEC)* is now open for registration. Lieutenant colonels can apply for the Army's TLS distance education program. For further information, log on to MCI's website and review the MARADMIN link located on the front page of the website.

How to Contact MCI

Website	www.mci.usmc.mil
E-mail	ombmcissd@mbw.usmc.mil
Phone	1-800-MCI-USMC/DSN 325-7438
Postal Mail	912 Charles Poor Street SE Washington Navy Yard, DC 20391-5680
Visit Us	Building 220, Lejeune Hall, Washington Navy Yard

(continued on reverse)

MCI Commander's Library Program

MCI will provide your unit with limited copies of MCI training and education materials and a copy of the *2003 Annual Course Listing*. The Commanders's Library Program provides a focused training and education reference library for Marine units and individuals. It also provides another resource location for Marines who have lost or misplaced their MCI courses so they can complete their courses within the allotted course completion date. As a rule of thumb, MCI generally limits commander's libraries to five copies each of five different courses. For more information, contact Captain Adeyemi at DSN 325-7607 or e-mail at adeyemiof@mbw.usmc.mil.

New Courses Offered on Leadership Studies

Fundamentals of Marine Corps Leadership (0034) is now open for enrollment. This course is a CD-ROM version of 033N. It is designed to provide the new or prospective NCO with an introduction to the principles of effective leadership as exercised within a military setting.

Fundamentals of Marine Corps Leadership (0035)—web-based version—is also open for enrollment covering the same principles and lessons as the CD and paper versions. This course can be taken through www.marinenet.usmc.mil.

Revised Field Switchboard Course is Open

Field Switchboards-Installation and Operation (2552D) is now open. This course is designed to provide instruction on installing, operating, and maintaining tactical switchboards and patching panels. This course is designed for privates to sergeants in the 0612 MOS.

Forward Air Controller Handbook Available

The *FAC Handbook Tactical Pocket Checklist* has been a popular and extremely useful tool for Marines in the operating forces. This reference—printed on material built for the field—contains checklists for landing zones briefs, tactical air request forms, joint air requests, and much more. The handbook is available for download at www.mci.usmc.mil under the job aid section or can be ordered for unit distribution. Unit training officers should contact MCI Operations at DSN 325-7607 for unit orders of the *FAC Handbook*.

Educational Sites of Interest

The following education websites may be helpful in your search for various areas of knowledge:

www.adtdl.army.mil/atdls.htm – Army's General Dennis J. Reimer Training and Doctrine Digital Library: *Soldiers are our credentials*. Download all types of Army technical and field manuals on many occupational fields.

www.fas.org – Federation of American Scientists—an excellent resource for United States, Allied, and OPFOR weapon systems, vehicles, and ships.

For additional links of interest, see MCI's educational sites at www.mci.usmc.mil/misc/links.asp.

Student Services Issue

MCI continues to receive examination answer sheets (DP 37's) with missing or invalid information. Answer sheets cannot be properly credited if the information provided on the answer sheet is not complete. Submitting incomplete answer sheets will cause a delay in entering the course completion into the student's record. Such a delay could preclude a promotion or attendance at a resident school for the student. The examination proctor, along with the student, is responsible for ensuring all required information is provided before the exam is sent to MCI.

Printing Duplicate PME Completion Diplomas

You can now print a duplicate PME diploma via the website. If you need a copy of a completion diploma, just log into the system at www.mci.usmc.mil, sign on using your name and social security number and birth date to access your individual record, then click on the icon to view a copy of the diploma for that program. You need Adobe Acrobat reader to view or print a duplicate PME diploma. If you have a problem getting your diploma, contact a student services representative who will provide further assistance to you.

New Logistical Support for MCI

MCI is installing a new high-speed mail sorter and conveyor for its logistics warehouse. The conveyor will have the ability to transport packaged MOS and PME courses directly from warehouse storage to the Marine in the operating forces using the latest software and mail delivery bar coding scanners. Additionally, the recently updated and modernized warehouse and mail delivery system, along with this conveyor, will further decrease the time between an order being placed and the Marine's books getting "out the door." After installation is complete, a Marine's course will be placed on the conveyor and then automatically scanned and routed to a destination mail pouch, significantly decreasing manual labor. MCI purchased this conveyor from Pitney-Bowes, the leading supplier of mailing and sorting systems for the U.S. Postal Service, Federal Express, UPS, and many international companies involved in warehousing and large volume distribution. The installation is expected to be complete in January 2003.

Marines Awaiting Training Program

The Marines Awaiting Training Program is a tool commanders can utilize while Marines under their command are awaiting the start of formalized schooling. This program allows Marines to get a head start on MCI courses and further their knowledge in either their occupational field or other fields of interest. To generate this program, the commanding officer agrees to abide by the following procedures:

- The detachment/school must establish and maintain a MCI commander's library.
- Establish procedures to safeguard examination templates.
- Ensure the Marine's address in MCTFS reflects that of the formal school location.
- Enroll the Marine with MCI either through the unit diary, by phone, or through the website and request an exam and answer sheet only.
- Proctor the final course exam and grade the exam utilizing the MCI examination template.
- Retest if required, using the alternate examination.
- E-mail, fax, or mail the following information to MCI:
 - Last name, first name, and middle initial of Marines in the MAT Program
 - SSN of the Marines enrolled
 - Course number and course title
 - Number of correct answers/total number of questions
 - MAT Program Coordinator authentication (e-mail from the program coordinator's account or FAX a letter signed by the detachment/school program coordinator)

For more information, contact MCI Operations, Lieutenant Hays at DSN 325-7478 or e-mail at haysms@mbw.usmc.mil.

Visit our Home Page at <http://www.mci.usmc.mil>
